

CITY OF NEW YORK
Queens Community Board #3
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Community Service Aide Title Code No: 52406 Division/Work Unit: Community Board #3, Queens Positions: 3 Hours/Shift: 25 hours per week	Level: I Salary: \$ 18/Hr. with benefits Range: \$17.56 to \$21.09/Hr.	
<i>JOB DESCRIPTION</i>		
<ol style="list-style-type: none"> 1. Process complaints, submit to 311 and follow-up with city agencies. 2. Standard office-related duties such as: answering the telephone, sorting and distributing mail, scanning, updating files, typing of letters, reports, press releases and minutes. 3. Coverage of night meetings and attend annual events. 4. Maintain contact lists, directories, and inventory records. 5. Assist with budget document processing. 		
<i>PREFERRED SKILLS</i>		
<ol style="list-style-type: none"> 1. Working knowledge of office equipment (laptop/ desktop computer, scanner, copier, multi-line telephone, postage machine etc.) 2. Working knowledge of MS Windows, Internet, and MS Office applications, social media Facebook, Instagram, X or Twitter, Constant Contact, etc. 3. The ability to work with a very diverse group of people; comfortable talking to and interacting with others; excellent written and oral skills; professionalism and courtesy. 4. Excellent organizational and strong writing skills a must. 5. Proficient in Spanish both writing and reading would be a plus. 6. Self Starter 		
<i>TO APPLY, PLEASE SUBMIT RESUME TO:</i> <i>GReid@cb.nyc.gov</i> <i>NO TELEPHONE CALLS)</i>		
<i>Queens Community Board #3 and the City of New York are</i> <i>Equal Employment Opportunity Employers.</i>		
POST DATE: 02/22/2024	POST UNTIL: Filled	JVN# 433 2024 001